

Employee Evaluation Quick Guide



TWO MINUTE EMPLOYEE GUIDE TO GPS

*Understand how you have performed and identify development opportunities for the future.
In this guide, learn how to complete your Performance Evaluation.*

Getting started

To access your Performance Evaluation, select Performance from the drop-down navigation menu. Click on the hyperlink to access your form.

Self Evaluation*

The performance evaluation form has several sections that you need to complete. For each section, do this:

Add a Rating

Select the rating from the menu that best represents your proficiency. Use 'meets' as the neutral midpoint, and rate up or down depending on proficiency.

Add Your Comments

Here is where you enter your evaluation feedback. Consider your overall, year-long performance in this area, and provide clear and specific examples. Use the writing assistant feature as a starting point and edit as needed (see Spotlight).

Move to Next Step

Repeat steps 2-3 until you have completed all of the sections. Click on the Move to next step to route to your supervisor.

Smart Tip: Use the notes feature located under the **My Employee File** **Profile** to capture your achievements throughout the year.

Add New Note

Make the note visible to

☒ Me ☐ Others

* Title

Note

Add Note

Spotlight:

Make the most out of your Evaluation with these Tips:

- Track accomplishments monthly by adding notes, so it is easier to complete a self-review.
- Read your evaluation in advance and come prepared with discussion points.
- Make the evaluation meeting a conversation; both of you talk and listen.
- Make sure that you allow time to focus on the future, not just the past.
- Collaborate to set future goals.